

DRAFT

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IMS REVIEW OF OSS RECORDS

9 May 1979

A. Background

1. The National Archives and Records Service (NARS) has appraised about half of the 5500 cubic feet of OSS records as being of permanent historical value and has stated that they would like CIA to transfer those permanent records to them so that they may make the records available for public research. In keeping with NARS request, the Agency is now preparing the records for transfer. The preparation involves two separate reviews of the records.

2. The first review involves considering each classified document in the collection for possible declassification. It is being carried out by a team of retired Agency officers under the direction of the DDA/ISAS Classification Review Group. That team is:

a. Declassifying OSS records no longer requiring protection.

b. Tabbing those records which though declassified may not be released by NARS to the public without coordinating that release with other U.S. Government or foreign government agencies.

c. Certifying the necessity for continued classification of those records (largely concerning intelligence sources and methods) which may not be released to the public.

d. Removing those documents which continue to be classified from the collection for retention by CIA.

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e. Substituting for the removed classified documents a withdrawal notice (Attachment A). The notice will lead an authorized researcher to additional information on his subject and will facilitate a reconstitution of the files should the withdrawn documents be declassified and turned over to NARS.

3. The second review is largely non-substantive and is being conducted for internal DO purposes and to refurbish the records prior to turnover. This second review is being carried out by the DO Information Management Staff. Procedures for the conduct of the IMS review are set forth below.

B. Conducting the IMS Review of OSS Records

IMS reviewers will proceed as follows:

1. Obtain the boxes of records to be reviewed from the OSS scheduling officer [REDACTED]
2. Review the contents of each box looking for materials described below and deal with them as prescribed.

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|----|--|---|---|
| a. | Withdrawal Notices<br>(Attachment A)   | - | Leave in place  |
| b. | Pink Routing and<br>Record Sheets<br>Form 610 (Attachment B)   | - | (1) Remove from records<br>which are to be<br>shipped to NARS.<br><br>(2) Leave on records<br>being extracted with law<br>for retention by<br>the Agency.                     |
| c. | Tabs on documents<br>requiring coordination<br>with other U.S. agencies<br>or foreign governments<br>before being released to<br>the public (Attachment C) | - | Leave in place. When<br>transferring records<br>from Records Center<br>boxes to Archives boxes<br>and records under one<br>tab must be separated<br>into two or more Archives |

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